
PRESCRIBED BURN COSTSHARE PROGRAM

Thank you for your interest in the Village's Prescribed Burn Cost Share Program. The program requirements are authorized by "An Ordinance Providing for Ecological Cost Share Programs in the Village of Riverwoods" and are subject to such ordinance, as from time to time amended. Note: an Ecological Consultation and eligibility from the Village Ecologist is required prior to applying for the Prescribed Burn Program. **Please read all requirements carefully and complete the checklist before submitting your completed application.** The Prescribed Burn Program is a 50/50 cost share with the Village's share limit being \$2,000. The applicant can re-apply every 3 years. There is a \$100 non-refundable application fee. Note: prescribed burning requires trained workers. Therefore, the Village will not reimburse an applicant who performs the work themselves rather than hiring a Certified Contractor with required credentials.


The intent of the Prescribed Burn Program is to help with stewardship of at least relatively healthy woodlands and/or prairies to maintain these areas using fire which was very common prior to European settlement in the 1830s. Prescribed burn management is safe when conducted by trained professionals and helps improve the health of woodlands or prairies by removing thatch, replenishing soil nutrients, and allows desirable native plants to thrive.

To be eligible to participate in the program, the applicant must certify that they will comply with all requirements set forth in the packet. The property owner is responsible for obtaining all burn permits, property locations and staking their property lines prior to burning and notifying adjacent residents, etc.

After the Prescribed Burn Permit Application is approved by the Village Ecologist, the applicant will receive a permit from the Village to proceed with the work. After the work is completed, notify the Village within one month and the Village Ecologist will conduct a site visit to verify the burn was completed and Performance Standard met. The reimbursement request is then forwarded to the Village Board for approval. Reimbursement can be expected in 1 to 3 months following the approval of work.

Checklist for Prescribed Burn Program:

1. Conduct the required Ecological Consultation (to generally locate proposed burn area) with the Village Ecologist.
2. Receive cost share report with map and work specifications (completed by Village Ecologist) including Prescribed Burn Program information packet & application. The application form is attached but can also be obtained from Village Hall or by downloading from the Village Website.
3. Select a Certified Contractor then submit completed application form & Contractor proposal to Village Hall. The Village Ecologist will review the Contractor proposal to make sure it conforms to the cost share report/map requirements and contact the applicant, if necessary, for clarification.
4. Receive permit from Village then hire Certified Contractor to perform the prescribed burn per the provided cost share report map, Contractor Specifications, and Performance Standards.
5. Following completion of work, submit a copy of the paid contractor invoice to Village Hall and request a final inspection by the Village Ecologist. The Village Ecologist will inspect the work to make sure it conforms to the cost share report/map, permit, and Performance Standards. Village Staff will review the Contractor invoice and contact the applicant, if necessary, for clarification and approve the payment of reimbursement from the Village. The Village Board will then approve the reimbursement payment to the applicant within 1 to 3 months.

Prescribed Burn Cost Share Program Application		 Village of Riverwoods 300 Portwine Road Riverwoods, IL 60015 Phone: 847-945-3990	
Owner's Name:	For Village Use	Permit Number	Application Fee: \$100
Owner's/Burn Address:			
Owner's Telephone :		Owner's Email:	
Contractor's Name:			
Contractor's Address:		Contractor's Telephone:	
Contact Person:		Contractor's Email:	
Attach copy of Contractor's Certificate of Insurance.			
Submittals & Notifications (check as complete)			
Copy of Open Burning Permit from State of Illinois Environmental Protection Agency			
Listing of on-site personnel qualifications.			
Copies of the Certificate of Training for all on-site personnel.			
Listing of on-site equipment.			
Copy of resident notification letter with anticipated dates and listing of residents that received the letter. (Notification letter is to be sent to the Village Hall (attn: Rob Durning), the Riverwoods Police Department, the Lincolnshire-Riverwoods Fire Protection District or the Deerfield-Bannockburn Fire Protection District, Applied Ecological Services, Inc. and adjacent residents and/or businesses.			
Twenty-four (24) hours before the burn, call the following:			
Village of Riverwoods		847-945-3990	
Riverwoods Police Department		847-945-1130	
Lincolnshire-Riverwoods Fire Protection District		847-634-2512	
Deerfield-Bannockburn Fire Protection District		847-945-4066	
Steve Zimmerman (Applied Ecological Services, Inc.)		847-844-9385	
Contractor Proposal/Contract, Invoice, & Applicant Reimbursement			For Village Use
1) Total amount invoiced by Contractor		\$	
2) Total amount of Village reimbursement (50%: limit \$2,000)		\$	
**Attach copy of Contractor proposal.			
Owner Statement of Certification and Village Approval			
I, owner of the property shown on the drawing in Riverwoods, Illinois, do hereby state that I am familiar with and certify that all work will be completed in accordance with the Program Eligibility Map/Plan and Contractor Specifications.		For Village Use	
Owner Signature:	Date:	Permit Sign Off Signature:	Date:
		Performance Standard Sign Off Signature:	Date:
Owner Printed Name:		Village Final Reimbursement Approval Signature:	Date:.

CONTRACTOR SPECIFICATIONS FOR PRESCRIBED BURNING

PART 1.GENERAL

1.1 DESCRIPTION

A. THIS SECTION INCLUDES PRESCRIBED BURNING SPECIFICATIONS.

1.2 QUALITY ASSURANCE

A. QUALIFICATIONS OF WORKMEN: PROVIDE AT LEAST ONE PERSON WHO SHALL BE PRESENT AT ALL TIMES DURING EXECUTION OF THIS PORTION OF THE WORK, WHO SHALL BE THOROUGHLY FAMILIAR WITH THIS TYPE OF WORK AND THE TYPE OF EQUIPMENT BEING USED. SAID PERSON SHALL HAVE BURN TRAINING. SAID PERSON SHALL ALSO DIRECT ALL WORK PERFORMED UNDER THIS SECTION.

B. THE VILLAGE MUST HAVE APPROVED THE PROPOSED WORK.

C. STANDARDS: ALL MATERIALS USED DURING THIS PORTION OF THE WORK SHALL MEET OR EXCEED APPLICABLE FEDERAL, STATE, COUNTY AND LOCAL LAWS AND REGULATIONS.

1.3 SUBMITTALS

A. REQUIRED BURN PERMITS AND CONTACTS WITH VILLAGE AND FIRE DEPARTMENTS.

PART 3.EXECUTION

3.1 METHOD

A. PRESCRIBED BURNING SHALL BE CONDUCTED IN THE FALL (NOVEMBER-DECEMBER) OR SPRING (MARCH-APRIL). BURNING SHALL BE CONDUCTED BY A CONTRACTOR EXPERIENCED AND TRAINED IN BURN PLANNING AND PERMIT APPLICATION AS WELL AS PRESCRIBED BURN MANAGEMENT.

B. PRIOR TO THE COMMENCEMENT OF PRESCRIBED BURNING, THE CONTRACTOR SHALL COMPILE A BURN PLAN THAT OUTLINES A PLAN OF ACTION, IDENTIFIED CONTINGENCIES, AND LISTS THE NAMES AND PHONE NUMBERS OF EMERGENCY AGENCIES (FIRE DEPARTMENT, POLICE DEPARTMENT, ETC). PROPER NOTICE OF INTENT TO BURN SHALL BE GIVEN.

C. THE OWNER SHALL APPLY FOR AND RECEIVE ALL REQUIRED PERMITS PRIOR TO THE COMMENCEMENT OF PRESCRIBED BURNING AND SEND BURN NOTICES TO ALL ADJACENT LANDOWNERS.

3.2 INSPECTION, ACCEPTANCE, AND PERFORMANCE STANDARDS

A. WITHIN ONE MONTH FOLLOWING THE PRESCRIBED BURN, THE APPLICANT SHALL SCHEDULE WITH THE VILLAGE AN ACCEPTANCE INSPECTION.

C. PERFORMANCE STANDARDS: **THE CONTRACTOR GUARANTEES THAT 70% OF THE GROUND COVER SHALL BE BURNED UNLESS OTHERWISE APPROVED BY THE VILLAGE ECOLOGIST.**